

Kingsmead School



COVID-19 ADDENDUM

This procedure should be read in conjunction with Kingsmead School Attendance Procedures for Students and the JT MAT Attendance Policy

Ms. Toni Bohn – Attendance Intervention Manager

The Department of Education has outlined their expectation that all students should return to school in September.

School attendance will therefore be mandatory again from the beginning of the autumn term. This means from that point, the usual rules on school attendance will apply, including:

- parents' duty to secure that their child attends regularly at school where the child is a registered pupil at school, and they are of compulsory school age.
- schools' responsibilities to record attendance and follow up absence
- the availability to issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct

Shielding/Self-Isolating

Where a pupil is unable to attend school because they are complying with clinical and/or public health advice, we ask that parents communicate this to school. Where children are not able to attend school as parents are following clinical and/or public health advice, absence will not be penalised.

Leave of Absence during term time

There has been no change to the procedure for requesting leave of absence.

Parents are asked to complete a leave of absence request form providing the start and end date of the absence and purpose for the leave of absence requested.

If you are a Keyworker or Critical worker and COVID restrictions have impacted on you taking leave of absence, please state this in your request.

All requests should be submitted with a copy of any additional documentation, to substantiate rearranged travel arrangements, so that thorough deliberation can be given to the request for leave of absence.

Each request will continue to be assessed on a case by case basis considering any exceptional circumstances.

Quarantine arrangements

In the event, upon return to the UK, you are required to quarantine which leads to an absence from school, the absence will be assessed using the following guidance: Is there evidence to substantiate that the holiday was arranged prior to March 2020 and during school holiday time? If the answer to these questions are yes, then it is likely that the absence will be classed as an authorised absence and be recorded with a C code. Parents should consider any possible quarantine requirements before any leave is taken.

This guidance will be reviewed no later than February half term.